HEALTH BENEFITS PROCESSING

* The deduction begin date is the Effective date of the action on the Data page. The coverage begin date and the deduction begin date should be the same. The effective date of the PAR must always be the same as the deduction begin date on the Data page.

9620 Health Benefits Start/Change

PAR *Administer Workforce>Administer Workforce(USF)>USE>HR Processing*

Date Control Page:

Effective Date	**Action = DTA**	**Reason = PRA**
NOA	**NOA ext.**	

 Save

DATA *Compensate Employees>Administer Base Benefits>Use>Health Benefits*

Election Page:

Plan Type	**Coverage Begin Date**	**Deduction Begin Date**
Coverage Election	**Benefit Plan**	**Coverage Code**

Dependents Page: *required for family benefits – use dependent/beneficiary guide*

ID

 Save

9600 Health Benefits Stop

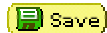**PAR** *Administer Workforce>Administer Workforce(USF)>USE>HR Processing*

Date Control Page:

Effective Date	**Action = DTA**	**Reason = PRA**
NOA	**NOA ext.**	

 Save

DATA *Compensate Employees>Administer Base Benefits>Use>Health Benefits*

Election Page:

Plan Type	**Coverage Begin Date**	**Deduction Begin Date**
Coverage Election = terminate		

 Save

9621 Health Benefits Transfer In

PAR *Administer Workforce>Administer Workforce(USF)>USE>HR Processing*

Date Control Page:

Effective Date	**Action = DTA**	**Reason = PRA**
NOA	**NOA ext.**	

 Save

DATA *Compensate Employees>Administer Base Benefits>Use>Health Benefits*

Election Page:

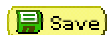|		
Plan Type	**Coverage Begin Date**	**Deduction Begin Date**
Coverage Election	**Benefit Plan**	**Coverage Code**

Dependents Page: *required for family benefits – use dependent/beneficiary guide*

ID

 Save

DEPENDENT/BENEFICIARY

DATA *Compensate Employees>Administer Base Benefits>Use>Dependent/Beneficiary*

Name Page:

Dependent/Beneficiary ID	Relationship to Employee	DepBenef Type
First Name	Middle	Last Name

[Save]

Note: If spouse is selected in the "Relationship to Employee" field, the gender on the Personal Profile Page must be modified to be of the opposite sex of the employee.